ERASMUS PLACEMENT AT THE INTERNATIONAL OFFICE AT THE UNIVERSITY OF LEIDEN (Faculty of Humanities)

Within the framework of the Erasmus+ Placement Program, Leiden University’s Faculty of Humanities is seeking a student from one of our partner universities for an internship in our International Office.

Leiden University is the oldest university in the Netherlands, located in the beautiful student town of Leiden (25 minutes outside of Amsterdam), with a second location in the bustling International city of the Hague (10 minutes by train from Leiden). Our Faculty of Humanities (http://hum.leiden.edu/) is the largest faculty in the university, with a large number of international students and a very active student exchange programme. Our International office (http://hum.leiden.edu/internationalisation/) consists of three staff members, who work on student exchange and study abroad, partnerships, scholarships, and support for international initiatives within the faculty. We are seeking an enthusiastic intern to help with a communications project this coming Spring.

Tasks:
The intern will help establish and carry out a communications plan for our outgoing exchange programme. He/she will explore, in collaboration with our team, the best approach to providing potential outgoing exchange students information regarding their options, and selected students information regarding the application processes, etc at our partner universities. The intern will then be responsible for carrying out the communications plan: that is, researching the information available from various sources about the exchange programmes at our partner universities, and inputting this information into the formats developed in the communications plan. He/she will also be expected, as a member of the International office, to support the other members of the office on various tasks as needed.

Period:
4 months in Spring 2015. Exact dates to be confirmed with the successful candidate, but our preference is to have the internship commence as soon as possible.

Working hours:
38 hours per week

Requirements:
Native or near-native English language skills (both written and spoken); an enthusiastic attitude; a creative, proactive, flexible, and detail-oriented approach to work; an openness to other cultures; the ability to work independently but also to contribute to the team; basic computer skills and the willingness/ability to quickly learn new computer programmes.

Remuneration:
The internship remuneration is 315 euros per month. Additionally, students should ask their home universities about the possibilities for funding via an Erasmus+ scholarship. Students are expected to have an Erasmus+ status during their internship.

To Apply:
Please send a letter of application, cv, and a copy of an identification document to Ruth Davison at r.c.davison@hum.leidenuniv.nl no later than January 7th, 2015.